ROUTING AND RECORD SHEET				
SUBJECT: (Optional)		***************************************		
FROM:			EXTENSION	NO.
C/SS/ORD 706 Ames		2637	DATE 15 September 1972	
O: (Officer designation, room number, and wilding)	DATE RECEIVED FORWARDED		OFFICER'S INITIALS	COMMENTS (Number each comment to show from who to whom. Draw a line across column after each commen
C/P-C/ORD		9/15	5	Signature
EO/ORD		9/,5	TWZ.	FYI
DD/ORD		155pt	-9	Approval and Signature
D/ORD			Su	Approval and Signature
C/SS/ORD				Prior to approving any
6.				Prior to approving any more personnel actions I would like to see
7.				- CSP meeting in which
В.				the action was dissi
P.			N. A. Salama and Agency and Agenc	I have not seent
).			:	the part two meeting
1.		:	,	SL.
2.				I presume in some int two that the promotion was in far
3 .				promotion was unfar
4.				SL_
5. Approved For Release	1999/0	ka s s lan Co	ani V	291_00/52R000100100090_9

ORD-5068-72 11 AUG 1972

MEMORANDUM FOR: Director of Research and Development

THROUGH

Special Panel, CSP

SUBJECT

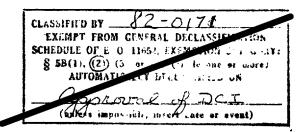
Recommendation for Promotion -

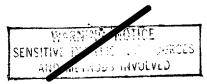
25X1A9a

GS-5 to GS-6

25X1A9a

- has been a member of the ORD Procurement Management Staff since 27 September 1971. During her tenure she has proven to be a valuable member of the procurement team. She has demonstrated a willingness to cooperate in every way necessary for accomplishment of the overall mission of the Procurement Management Staff.
- 2. This employee has proven that she has the basic skills necessary for performance of the responsibilities of 25X1A9a her position. It is noted that is also interested in improving her skills as evidenced by the fact that she has been, for some time, participating in an Agency sponsored course directed toward improving shorthand capabilities. Her competence is considered by the writer as satisfactory for performance of her duties and responsibilities in PMS, and she regularly takes dictation and transcribes letters for professional staff members.
- 25X1A9a
 3. has long Agency experience, with an EOD date of September 1961. During her tenure with the Agency she has achieved a level of GS-7; but, because of a resignation, was re-employed as a GS-5. This long Agency experience contributes to her value as a staff member in that it gives her a fuller appreciation of Agency efforts and inter-office relationships. She worked as a member of the Office of Research





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and Development from June 1969 through March 1971, during which time she was a part of an operating division. Her experience in ORD, both as an employee of an operating division and a member of ORD/PMS, has contributed to making her eminently well qualified for the position which she presently occupies.

25X1A9a

4. It is recommended that promoted from a GS-5 to a GS-6.

25X1A9a

Chief, PMS/ORD/DD/S&T

RECOMMEND APPROVAL:

25X1A9a

Chief, PMS/ORD/DD/S&T

RECOMMEND APPROVAL:

25X1A9a

RECOMMEND APPROVAL:

1 4 SEP 574

Director of Research & Development

Date

25X1A9a

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